Join LET´S CONNECT Toolkit

Let's Connect Toolkit

Introducing the processes, facilitation methods, principles & values to up-hold in a peer-to-peer learning environment, online or in person.

Let's Connect is the peer-to-peer program that started in 2022 with the intention that all regions, and local communities can implement learning environments for the Wikimedia community. The Let's Connect working group has the desire to make this peer learning program more accessible and relevant to communities by sharing its processes, facilitation methods, principles & values to up-hold in a peer-to-peer learning environment, online or in person. Wikimedian groups and individuals can adopt or adapt this program.

Read more about the LC history and the journey.

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Welcome!

1. Introduction

Who is this toolkit for?

This toolkit is for anyone in the Wikimedia movement wanting to run a **learning clinic, learning program or connectathon.** It is designed for individuals or groups who want guidance without starting from scratch. It provides practical direction on how to begin planning, who to engage, what methods to use, and what approach is likely to be most effective.

Follow the toolkit step-by-step, or adapt it to fit your particular needs. It is designed to support each stage of designing a learning space by helping you define your purpose, identify your audience, and choose instructional approaches that fit your community's needs. Whether you are starting something new or refining an existing effort, this toolkit will support you in designing thoughtful, practical, and community-centered learning experiences.

What is a learning clinic?

A learning clinic is a facilitated learning space, either online or in person, where participants come together to explore a topic, exchange experiences, build knowledge, and strengthen skills through discussion, reflection, and practical guidance. They can take the form of panel discussions, storytelling, peer-to-peer feedback, live training, or a combination of these formats.

In the Let's Connect context, learning clinics are designed to support peer learning across the Wikimedia Movement. Learning clinics can be organized for any group of Wikimedians interested in a shared topic, from new editors and organizers to affiliates and technical contributors. Clinics encourage participants to learn new skills and leave with ideas they can apply in their own communities.

What is a learning program?

A learning program is an ongoing sequence of consistently offered clinics, created by and for a community as a shared learning pathway. It supports participants in building targeted skills so they can apply what they learn to strengthen their community and create meaningful impact. A learning program can be led by one community member or by a group, and it provides a space for people to learn together, identify shared needs, and build the skills needed to meet community goals.

Running a community-centered learning program takes time, care, and collective effort. Consistency helps build trust, showing participants that the program is dependable and that their time and contributions are valued. A learning program involves planning sessions, communicating with participants, coordinating facilitators or knowledge sharers, tracking attendance, gathering feedback, and adjusting the program based on what the community needs most. It also requires maintaining a welcoming, inclusive, and supportive environment where people feel comfortable sharing knowledge and learning from one another.

What is a connectathon?

A Connectathon is a casual, time-bound gathering (typically no more than one hour) where individuals or small groups come together to connect, share, and learn from one another. Within Let's Connect, Connectathons are designed to create a welcoming space for participants to engage in conversations around topics relevant to Wikimedia projects and the contributor experience.

Hosting a Connectathon is a simple and flexible way to initiate or sustain community-building efforts. As part of a broader learning program, offering Connectathons on a regular basis (such as monthly or at another cadence that fits your community) helps create consistent opportunities for connection.

These sessions provide space for participants to share highlights from their Wikimedia work, reflect on challenges, and learn from one another in a supportive environment. By centering openness, respect, and active listening,

Connectathons can serve as an entry point for meaningful dialogue and ongoing peer learning within the community. Take a look at the Let's Connect Connectathon archive for inspiration.

How to use this toolkit

The Let's Connect Working Group compiled this toolkit to share the methodology used to support its learning program over the past 3.5 years. We hope this toolkit serves as a strong starting point for you as you organize your learning space.

The sections that follow outline a step-by-step workflow for planning and facilitating a learning clinic, from early preparation through post-clinic follow-up and documentation. The process shared here reflects methodologies developed by the Let's Connect Working Group to support consistency, coordination, and a positive participant experience across clinics. The blank squares on the left-hand side are there to help you check off each step as you move through the process.

2. You want to start now? A step-by-step checklist to start your learning clinic

	Drafting your learning clinic [time frame: 8 weeks before your learning clinic date]
☐	**Before planning the clinic, organizers are encouraged to define:** ☐ Who is the overall coordinator? ☐ Who handles communications and outreach? ☐ Who manages session preparation, including material creation, supporting session presenters, and participant support? ☐ Who facilitates the clinic? And who supports the clinic in technical and safety facilitation? ☐ Who handles post-clinic evaluation?

☐ **Begin thinking about why you want to start your clinic. What is the purpose of your learning clinic?**

The purpose of your clinic serves as a starting place to help you organize your thoughts and plans. Once clear, it will help you articulate the *objective* & *learning outcomes* of your clinic.

Defining purpose

- ☐ Why is this clinic important?
- ☐ What community or movement needs does this clinic support?
- ☐ Who is your target audience?

Objectives:

What is the main objective? Learning objectives are the main goals of the learning clinic. They describe what the clinic intends to help participants learn. Keep the objective short and clear (1-2 sentences). You want your objective to be specific, with measurable steps that can take place in the 2-hour learning clinic.

- Example 1: In this learning clinic, participants will gain an understanding of functionary roles within the Wikimedia ecosystem, including the process of becoming an administrator and best practices for sustaining the role, particularly in contexts where recruitment and retention are challenges.

- Example 2: Develop participants' skills in active listening and non-violent communication (NVC), while introducing practical strategies for navigating cultural sensitivities, biases, and applying best practices for effective asynchronous communication in Wikimedia spaces.

- Example 3: Introduce the Event Registration tool and its benefits to Wikimedia organizers.

Learning outcomes:

Learning outcomes describe what participants should understand, learn, or feel confident doing after the clinic.

Your learning outcomes will mirror your objectives. While objectives describe the main goals of the clinic, learning outcomes are actions participants take to demonstrate that the learning goals have been met.

	Outcomes should be: ● Clear ● Specific ● Realistic ● Limited to 3 or fewer Outcomes should be 3 or fewer because, on average, a learning clinic should be no more than 2 hours. Reducing the number of outcomes focuses the clinic and increases the likelihood that the remaining outcomes are achievable. In the past 3.5 years, the Let's Connect program recognized that people learn best in small chunks. You want to keep the attention of the participants - not lose people's attention! You do not want that! **Examples:** Example 1: 1. Participants will be able to describe the main functionary roles within the Wikimedia ecosystem, including the responsibilities and pathways associated with becoming an administrator. 2. Participants will be able to identify at least two best practices for sustaining functionary roles, especially in communities facing challenges with recruitment and retention. Example 2: 1. Participants will be able to demonstrate active listening and basic non-violent communication techniques when responding to community discussions in Wikimedia spaces. 2. Participants will be able to identify practical strategies for navigating cultural sensitivities, recognizing bias, and communicating clearly and respectfully in asynchronous settings. Example 3: 1. Participants will know how to create pages in the event namespace, enable registration on the event pages, manage the participant list and attain the Event Organizer right. 2. Participants will be able to connect with other organizers and the Campaigns team for skill-sharing and personal development. **Once you have your objective and learning outcomes, this content will go in your outreach message to your community so they are clear on what the learning clinic is about and what they will learn.**

How to outreach to sharer(s) [time frame: 8 weeks before learning clinic date]

☐

Selecting sharer(s) for your learning clinic: Who will speak about the topic?

A sharer is a person who has experience or expertise on a particular topic. Do you want a person from your community or outside your community to speak on your chosen topic? Are they someone from the Wikimedia movement or outside the movement? Will the sharer be a person from your team? Maybe even you?

Let's Connect has historically limited learning clinics to no more than three sharers for a two-hour session. This structure ensures that each sharer has sufficient time to present their topic and engage meaningfully with participants through questions and discussion. Based on past clinics, the average speaking time per sharer has been 20 minutes or less, allowing additional time for interactive exchange.

This balance is intentional. Allocating shorter, focused presentation time creates space for participants to ask questions, reflect, and actively engage with the material. The Let's Connect Working Group has observed that participant engagement, measured by sustained attendance, participation in discussion, and overall energy, tends to be highest in clinics that are ***concise, clearly structured, and interaction-driven.*** These conditions support deeper learning, encourage peer-to-peer exchange, and create more opportunities for participants to apply and practice new ideas during the session, ultimately leading to stronger knowledge retention and more meaningful community connections.

How to select your sharer(s)?

First step, research!

Start by reaching out to organizers, leaders or trusted peers in your network to ask for recommendations. Review past events and their speakers on Meta-Wiki, connect with thematic affiliates, or reach out in Wikimedia Telegram channels. This part of the clinic prep might take some time. As a Let's Connect best practice, we suggest giving yourself 2 weeks (10 business days + weekends) to research potential candidates.

The Let's Connect working group recommends contacting sharers at least **6 weeks** before the desired clinic date, giving you time to organize and prepare materials for a successful clinic. Early outreach gives sharers time to respond to your message, review the expectations they are agreeing to, and prepare learning materials. It also allows you time to coordinate timezones and address accessibility and translation needs.

Contacting sharers:

Contacting your sharers is the starting place of your collaboration with them. It is important that you outreach with kindness, respect, and some joy! You want them to be excited about the opportunity to be a guest speaker at your clinic. This could even be the start of a long-term partnership!

Your message to the sharer(s) should have a clearly defined purpose:

- ☐ Why are you reaching out to them?
- ☐ Why do you think they would be a perfect fit as a sharer for your clinic?
- ☐ When is a good time to meet with them? Clarify your desired timeframe for meeting and see whether they are available within the timeframe.
- ☐ Inform them of the expected timeline of the clinic. You may even have to adjust your learning clinic date if you really want them to be your sharer. As an organizer, being flexible with your sharer(s) is key!

Here is an email template you can adopt or adapt to contact your sharer(s).

Hello [insert sharer name],

As part of the [name of your team and/or group], we are organising the [insert name of your clinic]. We would like to invite you as a special guest to share your knowledge and experience about [insert topic]. My colleague [insert name of the person who referred them, if this happened], referenced your experience working with [xyz topic]. We have been researching who would be our sharer for this learning clinic and we found your work/heard about your work on xyz topic and thought you would be a great candidate to speak on this.

Our desired learning clinic date is for [insert date & time in UTC] via [insert meeting platform].

We would like you to first confirm your availability for [learning clinic date & time in UTC]. The session will be 2 hours in total.

We look forward to hearing from you! Once you confirm your availability for the clinic, we would also like to schedule an introductory call with you in the next 1-2 weeks so we can meet each other and discuss the workshop dynamic and the support we can offer to make this a smooth collaboration.

Best,

[insert your name and/or teams name]

Possible sharer responses and how to handle them:

1. *You hear back from them and you find out they do not have the experience level you want for your clinic.*

If this happens, let them know that you are thankful for their time but believe their experiences are not the best fit for the clinic's objectives & learning outcomes. They might even think of someone that is better suited! Be honest so that you can have a successful learning clinic.

2. *They may not have capacity to prepare a presentation or participate as a sharer.*

If this happens, we suggest you thank them for responding to your email and ask if they know anyone who could be a possible sharer on the topic. They may not respond to your follow-up email, and if that happens, that is okay! It can feel disappointing, but move to your next task of outreaching to other potential sharers.

3. *They may not be interested in presenting at all.*

If they express that they are not interested, let them know that you are thankful they responded and if they are ever interested, you are open to working with them in the future.

4. *They may not feel confident or motivated to present to a group of strangers due to language barriers or other reasons.*

This case is special, especially for Let's Connect. We invited a sharer once and they had never had the opportunity to talk about their experience and skills out loud in front of an audience. This sharer was also a non-native English speaker presenting in an English-speaking clinic. To support them, we welcomed them to read from a script, offered translation support, and helped them view this as a chance to practice presenting in English and share their story. Through lowering barriers and encouraging alternatives, the sharer successfully delivered their first session in front of an audience.

If your potential sharer has the right level of topical experience but lacks experience or confidence in public speaking, you as the clinic organizer or facilitator can help them organize their presentation so that the delivery is as well-prepared as possible:

- What do you want them to talk about for 20 minutes or less?
- What did the sharer learn from their experiences?
- What skills or topics are they introducing to the audience?

	● What ways can they more closely tie their knowledge to the clinic's learning objectives and outcomes? In this case, encouragement will also be helpful. Remind them that they know everything they need to know about the topic at-hand and that they are simply sharing what they know. Remind them that everyone has something to share and something to learn, including them! These conversations might take place during the *content review*, which we will discuss more about in later steps below. *5. You might reach out and never hear from them at all!* This is when you have to look for other candidates. As Wikimedians with busy lives, we understand that being a sharer is a sizable time commitment. Sharers were not compensated in the original Let's Connect program, as we viewed the clinics as a space where people can learn and share equally. Some past sharers of Let's Connect had public speaking experience while for others it was their first time. For some, Let's Connect became a safe space to practice presenting to an audience. The Let's Connect Working Group became known for being especially encouraging to first-time presenters, helping them gain confidence to continue in their own peer networks and beyond. Lastly, you also want to make sure the people you are collaborating with have good rapport. Are they known for being respectful to other Wikimedians? Are they able to stay organized and on top of their roles & responsibilities? If you do not have this information available to you, you will have to follow your intuition when you meet with them. **Once you hear back from your sharer...** While asynchronous coordination may work in some cases, meeting virtually can help build trust and clarify expectations early. We strongly recommend you meet with your sharers in person or virtually to build a trusting partnership.
☐	**Now, prepare a document outlining the agenda of your first call with your sharer(s)** **The document will include:** ● Objective of learning clinic:... ● Learning outcomes: 1. ... 2. ... 3. ...

	The learning outcomes might change while you are on the call with the sharers because you are going over how their experience and expertise fit your clinic. If your original objective and learning outcomes change, that is okay! If they remain the same, make sure you explain to your sharers how they can align their experiences and expertise with the purpose of the clinic.

Here is an agenda template you can adopt or adopt in your 1-hour call with the sharer(s).

- **Opening:**
  - Introductions - names and roles
  - Thank them for their time!
- **Agenda:**
  - The purpose and goals of the clinic
  - Why the sharer was invited
  - Re-state the time & date for the official learning clinic
  - Expectations, for example, what you would like them to present and for how long?
  - Give them a desired deadline to have their materials prepared and determine if it works with their schedules.
  - Ask the sharer more about their content:
    - Are they willing to create a presentation slide deck (template)?
    - Will they have a video recording they want to share?
    - Do they want to share a PDF with content related to what they will be speaking about?
    - Or do they just want to answer questions?
  - Review the chosen format for the learning clinic: panel discussions, storytelling, peer-to-peer feedback, live training, etc.
  - If capacity allows, plan to have a ***content review***.
    - What is that? A meeting dedicated to reviewing what the sharer will present to ensure it matches the objectives and learning outcomes and is within a specific speaking time. Does the presentation have too much text? Are there visuals available? Is the color scheme legible for reading the content on the slides?
  - Decide on a time and date for a ***dry run ****
    - What is that? A dry run is a meeting where the agenda of the learning clinic is reviewed by everyone who will be presenting, facilitating, managing the tech setup, and any other roles and responsibilities of the call. This will ensure smooth transitions and coordination during the session.
  - Discuss recording permissions and participant privacy considerations.
  - Double-check the sharer's information is correct:
    - Name/Username:
    - Email
    - Wikimedian title/professional title

Lastly, remember to take notes on this call to document what was discussed and agreed upon! This will help you practice documenting your agreement with the sharers and the team.

After you meet with your sharer(s), create a calendar invite with the official learning clinic date

- [ ] Create and share the official calendar invitation for the clinic

  Include:

  - [ ] Date and time
  - [ ] Time zone information
  - [ ] Video platform link
  - [ ] Agenda or session overview

  Add to the calendar invite:

  - [ ] Sharers
  - [ ] Facilitators
  - [ ] Organizing team members
  - [ ] Translator or accessibility support if applicable

Preparing materials for your clinic [time frame: 6-7 weeks before learning clinic]

- [ ] **Draft your clinic materials. These materials are to be drafted by you in partnership with your sharer(s)**

  Materials consist of:

  - [ ] Main presentation slides (template) - these will be the primary slides you share with participants, and it should contain an agenda, icebreakers, introductions to sharers, sharers' materials (see example), and activity instructions.
  - [ ] Team clinic agenda (found in the appendix) - a detailed, minute-by-minute breakdown of the clinic, to be shared only between you, your team and the sharer(s). Your participants will have a concise version of the agenda in the presentation slides, while this clinic agenda provides highly detailed notes to the team about the sequence of events, roles and responsibilities, materials to present, and more.

	☐ Registration form and/or Event Registration page - a way to track and monitor participant sign-ups ☐ Announcement fliers (see examples)
	Outreach planning: Prepare to announce your learning clinic [time frame: 6-7 weeks before learning clinic]
☐	**Things to consider:** • Where is your audience most active? Which communication channels are commonly used? This is where you might consider posting your announcement message and flier about your learning clinic. • What platforms are available to you to create a flier for your learning clinic? For inspiration, here are some past learning clinic fliers created by the Let's Connect Working Group. All fliers were created on Canva, but feel free to research platforms that you like best! • Language accessibility: do your participants need translation support? Do your sharers need translation support? **Outreach channels may include:** • Talk pages • Emails/mailing lists • Telegram • Facebook • Instagram • Tiktok • Whatsapp • Signal • Other local communication spaces **Language & time zone** ☐ What languages will the session(s) be in? ☐ Translation or interpretation needs ☐ Time zone accessibility

☐

Registration and participant sign-up materials

Bring your attention to your announcement flier.

Create a registration or sign-up form and **send** it to your target audience at least 2 weeks before the clinic date. The Let's Connect Working Group utilized Google Forms. You can also see how to use the Event Registration Tool.

This is where you will begin collecting data from your participants. As an organizer, it is crucial that you respect people's personal information, such as names/usernames, emails, and Wikimedia information.

Questions to talk about as a team as you are drafting your registration form:

- What information is collected before and after the clinic?
- Why is it being collected?

It is important that you let your future participants know what will happen to the information they give to you through the event registration form. A privacy statement (example) will build participant trust and allow you to disclose the type of information you're collecting and utilizing transparently.

In the registration form, we suggest you have the following information:

Welcome!

We invite you to participate in the learning clinic: ***Title name, Date, Time & Timezone.***

What is this clinic about?

- This is where you paste your objective.

📚 **What should I prepare?**

- Materials you want them to review or bring with them to the learning clinic.

🎯 **What can you expect to learn?**

- This is where you mention the learning outcomes.

	🌍 Once you register (insert link to registration form), the calendar invitation will be sent. The session will be conducted in (specify what language(s) will be available in the clinic). 📩 **Emails collected will only be viewed by the (insert the name of your group or you/your team members name).** For more details on how we use your information, kindly read our privacy statement (example). Questions asked on the registration form: 1. What is your name/user name? 2. What is your email address? 3. Wikimedian role? 4. How many years have you been in the movement? 5. ...[questions about data you want to collect] 6. .... 7. .... 8. ....
☐	**Create and announce your learning clinic** Create the flier or promotional graphic to help share information about the clinic. **Include:** ☐ Clinic title ☐ Date and time ☐ Registration link ☐ Zoom link or other ☐ Names and images of sharers (with permission) ☐ Affiliate, group, or campaign logos if relevant ☐ Creative design that is suited to your program or audience

	Create an announcement on your Meta page or community communication space with the link to the sign-up sheet and flier. These announcements should be sent a **minimum of 2 weeks before your learning clinic date.** Here are examples of Let's Connect fliers to give you inspiration.
	Preparation meetings to set up your sharer(s) and facilitator for success (optional, highly recommended) [time frame: 4-1 week before learning clinic date]
☐	**Meet with sharer(s) for a *content review* before the official learning clinic** **Review:** • Content aligns with the clinic objectives and learning outcomes • Activities are accessible and understandable • Timing is realistic • Resource links work properly • Text colors and font are legible If meeting synchronously is difficult, organizers may review materials asynchronously and provide feedback in advance. It is recommended to review content before the clinic date to give time for revisions.
☐	**Have a *dry run* with your sharer(s) and facilitator** **What is a dry run? In Let's Connect, our learning clinics were most successful when the Let's Connect team and the sharer(s) were able to meet to review the clinic's agenda and the roles & responsibilities before the session. It helped clarify to everyone who is speaking first, second, third, etc.** ☐ Review agenda for the learning clinic with the team & sharer(s) ☐ Make sure all presentations and links that you will be sharing with participants are in the clinic agenda document ☐ Make sure the clinic meeting link is working and the correct information is listed in the calendar invite or event registration page ☐ Make sure the people who are signing up to your clinic are being added to the calendar invite or event registration page

☐	**Send reminder messages to your community** **Reminder messages can help improve participation and reduce confusion.** • One week before the learning clinic • One day before the learning clinic • Day of the learning clinic: 1 hour or 30 minutes before it starts
	Learning clinic day! What to do and be aware of during the clinic
☐	**Give yourself 1 hour before the start of the learning clinic. This ensures that you have enough time to address any potential issues before the clinic starts** **Review:** • All materials: clinic agenda, presentation slides, registration form (make sure new sign-ups know how to access the call) • Communication messages about the clinic • Behind-the-scenes communication between your team during the clinic to ensure the session runs smoothly • Acknowledge your team and the sharer(s) for all the work that went into organizing the learning clinic! • Come in with positive energy and a welcoming spirit :)
☐	**The technical set-up** **Before participants arrive:** ☐ Open the meeting room 15 minutes before the clinic ☐ Review the agenda as closely as possible ☐ Test audio, video, interpretation, and links ☐ Review facilitator roles ☐ Welcome participants as they join **During the clinic:** ☐ Support participant engagement and discussion

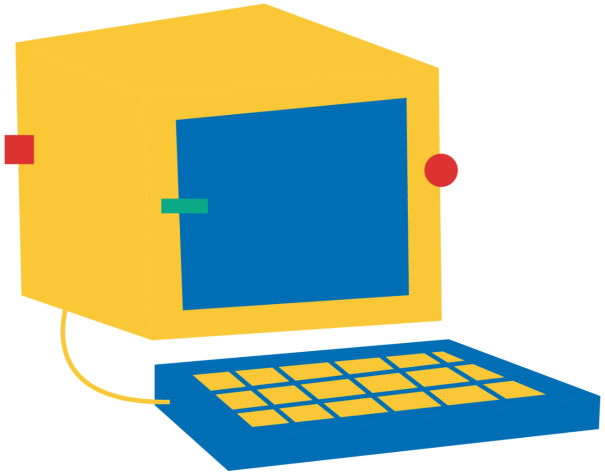
	☐ Monitor chat and participant support needs ☐ Keep track of timing while remaining flexible when needed **Let's Connect learning clinics typically require 2 facilitators: a main facilitator who moderates the session, and another who monitors the chat, resolves any technical issues that arise, and manages participation controls.** It can be energy-intensive to moderate a room of 15+ people on a virtual call while facilitating, especially when the learning clinic is being recorded. We encourage you to be patient with yourself as you may be navigating this for the first time. It takes *practice* and *a lot of repetition* to masterfully run a smooth learning clinic. If needed, let the participants and sharers know you need a moment, and whenever necessary, remember that you have the right to redirect the conversation or request attention; but always do so with kindness, respect, and some joy!
	Post Learning clinic tasks [time frame: 3 days after learning clinic date]
☐	**Attendance and participation tracking** Analyze your clinic to see what worked, needs to be improved, and needs to stop completely. Organizers may choose to collect attendance or participation information after the clinic. Participation tracking can help with: • Understanding engagement • Following up with participants to see how they liked the content and if they were able to do something with what they learned • Recognizing participants for their interest and contributions • Following up with participants about future clinics and resources
☐	**If the session was recorded...** Upload resources that were curated for the clinic onto your team's Wikimedia page. You are also more than welcome to use the Let's Connect Meta page in the calendar section and add your learning clinic
☐	**Send a thank-you email to sharers** ☐ Thank them for their time

	☐ Show or tell them how many people showed up to the clinic ☐ Share any positive or constructive feedback to them from participants
☐	**Organize your documents and resources!** Shared folders or documentation systems can help teams collaborate more effectively. Create a shared folder for your team where you store all completed clinics and their associated materials: ☐ Session management documents and clinic agendas ☐ Data collection documents ☐ Recordings of clinics ☐ Clinic resources from your sharers ☐ Outreach materials ☐ Feedback or evaluation notes
☐	**Follow up with sharers for a post-clinic debrief** Find time for a debrief with your sharers, reflecting on what worked, what was challenging, and what you would do differently. You can use the following debrief format: • Roses - what worked well, compliments, highlights • Thorns - what was a challenge, what could be done differently • Buds - a potential idea or something you would like to see more of
	Repeat !

3. Connecting your program to the global community

Let's Connect began as a global peer learning program. One of the benefits of learning on this broad scale is the opportunity to learn from people vastly different from you, to strengthen cross-regional relationships, and situate your work within a larger ecosystem of collaboration, equity, and free knowledge. Even if the primary focus of your Let's Connect learning clinic or program is on serving a specific local or thematic audience, being connected to the broader movement of learning organizers is beneficial. You are welcome to use the Let's Connect local learning clinics table as a landing page for your audience, creating a clear entry point that connects your participants to your learning clinics, upcoming sessions, and related resources while also linking them to the wider Wikimedia movement.

Let's Connect Meta-Wiki page: How to use it and add to it



To put this into practice, we encourage you to review the topics in our Let's Connect archive that are most relevant to your regional needs. You can also contribute your **own** resources and learnings from your learning clinics to the community wiki table for local learning clinics. In addition, you can share with the Let's Connect community when you are hosting a learning clinic for specific participants, or add the recording and materials to the table so others can use them. We suggest you use the Event Registration Tool so that others can trust your signup process.

The Let's Connect working group is available through email and their talk pages to give any guidance or comments pertaining to their past work with Let's Connect.

If you have any questions, comments or concerns that need to be addressed as soon as possible, feel free to reach out to the Community Development team at comdevteam@wikimedia.org.

Appendix

Learning Clinic agenda

Time	Duration	Facilitation	Activity	Dynamics Detailed description of the activity and purpose	Links Links that you will share in the chat online or in person	Things to consider Reminders and tips when running the clinic
-:15-:00	15 min before the start of your clinic	Facilitator name	Pre-session set up	Quick test of key things needed for the session. Translator set up (if needed). Check to see if all your materials are ready.		
:00-:05	First 5 min	Facilitator name	Brief introduction to the learning clinic, your group's name, the name of the session and the clinic's learning culture	Welcome the participants. Introduction to the purpose of the learning clinic, the structure of the session, and the spirit of the peer-to-peer learning program.	Add main slide deck here.	State if this section is recorded or not. Who and what will be shared in the chat? Share name of person who is moderating the chat.
:05-:15	10 min	Facilitator name	Ice-breaker	Describe the icebreaker in detail. It should be an activity that makes people feel welcome. If possible, the icebreaker will also connect to the clinic's theme. Do not make it overly complex for participants. Quick and feel good! You can see examples of icebreakers by watching recordings of past learning clinics (first 15 minutes).		State if this section is recorded or not. Make sure to have a timekeeper and also someone sharing a link to the activity or explaining it in chat to people who may be lost.

:15-:45	15 - 20 min	Facilitator name	Activity 1	Depending on the session structure, it may start with an interactive activity or a presentation by the sharer. The time will vary according to the learning outcomes and session dynamics. Try to keep presentations engaging by having some interaction in between or a questions & answers section after each sharer presents.	Link the material you are going to use and all translated versions.	State if this section is recorded or not. Make sure to have a timekeeper, someone sharing links when needed and also someone registering questions from the chat.
:55-:1:15	15 - 20 min	Facilitator name	Activity 2	This will depend on the session design. This can be a Q&A following a presentation, or you can go directly into a practical or interactive activity.	Link the material you are going to use and all translated versions.	The is recorded Make sure to have a timekeeper, someone that can help transfer questions to the tool that is being used (either jamboard/retro board, etc) and also someone supporting the facilitator in identifying key questions.
1:15-1:45	30 min	Facilitator name	Activity 3	If you are doing an interactive activity, use this space to describe it in detail. If there will be breakout rooms, mention how many people will be in each room and who will be facilitating each room. Describe the activity in detail.	Link the material you are going to use and all translated versions.	Break out rooms are usually not recorded.. There might be a bit of difficulty coordinating the rooms, particularly if someone drops off or languages don't match. We should take 3 min before people get started. Make sure each person facilitating the room has clarity on what the instructions are and has a link to where the activity will be registered. Make sure that if we want to take good notes, there is someone supporting the facilitator with note-taking in each room (either a member of the team or a participant who volunteers to do so).
1:45-1:55	10 min	Facilitator name	Group reflection	If you went into breakout rooms, you may want to ask reflection questions so that people can share about what they discussed. You won't have time to go into detail about each discussion, so make these questions simple. Example: "What was one takeaway from the discussion?"		This is recorded Invite 3 or 4 people to share. Also invite the session sharer(s) to give their final thoughts.

1:55-2:00	5 min	Facilitator name	Closure	• Reminder of further learning material and resources if they exist • Summarize what was learned in the learning clinic • Thank you's • Reminder about the next learning clinic		This is recorded

Shortened checklist

☐	**What is this learning clinic for?** **What is the overall objective? Include context on why this clinic is important and what you hope people will learn from it. Keep it simple, 1 or 2 phrases.** • Examples: Be more aware of tools and skills to identify and support cases of burnout (either in ourselves or in our colleagues in the Movement)
☐	**Prerequisites:** State any prerequisites for learners. What do **participants need to prepare?** • Include links to material they should review beforehand. This information should be on the registration form and sent to them 8 days before the clinic. • Example: Prior to the clinic, learners should understand the basics of editing and should review the following material
☐	**Learning outcomes: (keep them simple and clear, no more than 3 outcomes)** 1. 2. 3.

☐	**Introduction call with sharer(s): [time & date, names, email/contact information & Wikimedia titles/professional title**
☐	**Content review: [time & date], to be done 2 weeks before the clinic date**
☐	**Dry run: [time & date], to be done 1 week or day before clinic date**
☐	**Learning clinic day: [time & date]**
☐	**Target audience/region: [insert regions here]**
☐	**Link to registration form(s): [to be sent at least 2 weeks before clinic date, attached to the flier]**
☐	**Link to flier: [link to fliers from graphic design platform so that the team can access it at any time if needed], attached with the registration form**
☐	**Send reminder message: [to be sent 1 week before clinic date & 1 hour - 30 minutes before clinic date]**
☐	**Languages spoken in clinic: [mention the main language of the session and what interpretation will be needed]**
☐	**Main facilitator(s): [insert names]**
☐	**Technical support and technical setup: [who is managing the technical roles & responsibilities of the video call? Who is moderating the chat? Who is sending links? Who is monitoring the space to make sure people are respectful and have their video and mics off during the presentations?]**
☐	**Clinic time duration: [2 hours or less! Your clinic can be longer, but remember, people learn best in short, clear learning settings]**